



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

## BOARD OF SELECTMEN

### Personnel Sub-Committee Special Meeting

Monday September 19, 2016

5:30 P.M. – Simsbury Town Offices – Conference Room 103

### Minutes

*Completed by Chris Kelly*

#### 1. Call to Order

The meeting was called to order at 5:31 PM. Present were Chris Kelly; Chairman, Cheryl Cook and Sean Askham; members of Personnel Subcommittee, Thomas Cook; Director of Administrative Services, Eric Gomes; Employee Benefits and Human Resources Coordinator, Tom Roy; Director of Public Works, Lisa Karim; Library Director

#### 2. Pledge of Allegiance

#### 3. Public Audience

Joan Coe of Whitcomb Drive spoke to a number of issues:

- Suggested that all unaffiliated staff increases should be postponed until after the vote on the Town Manager/First Selectman as the outcome of the vote may influence staffing and staffing salary decisions.
- The same holds true for adjustments to job descriptions
- Salaries for staff and special adjustments should not be influenced by the number of years a person has worked in Simsbury
- Need to pay attention to the high taxes people pay in Simsbury when making these decisions and focus on keeping expenses reasonable.

#### 4. Review of Minutes

- a) Special Meeting August 8<sup>th</sup>: There were no suggested changes to the minutes.

## **5. Approval of Updated Job Descriptions**

### **a) Head of Children Services:**

This position is being updated from the last version of August 2013 focusing on including the broader project management, supervisory, and administrative elements of the job. The job remains at the same grade.

Sean Askham moved and Cheryl Cook seconded a motion to approve the revised job description. The motion passed unanimously

### **b) Project Administrator: Public Works**

This position is being expanded from a 35 hour per week position to 40 hours per week and the position's range will adjust from \$55,626 - \$63,394 to \$63,394 - \$75,764 per the Simsbury Administrative & Professional Employees Association CSEA, Service Employees International Union Local 2001 contract.

The position otherwise was updated in 2015 and there are no suggested additional changes.

Sean Askham moved, and Cheryl Cook seconded a motion to approve the revised job description. The motion passed unanimously.

## **6. Recommended Appointment of Unaffiliated Member to Board of Ethics**

A motion was made by Cheryl Cook and seconded by Sean Askham to recommend Richard Jones of 248 Old Farms Road, Simsbury Ct. to fill the unaffiliated vacancy for a term expiring January 1, 2017. Richard will replace Polly Maier who submitted her resignation. The motion was passed unanimously.

## **7. Review Town of Simsbury 2016 Unaffiliated Employee Annual Increases**

### **a) General Unaffiliated 2016 Wage Increase**

**Salary Increases:** All covered employees received high performance ratings. A salary increase of 2.5% retroactive to July 1, 2016 is recommended for incumbents with the exception of the Director of Finance/Treasurer who was recently promoted to the position and not eligible for an increase for FY2017. The Town Clerk is also not eligible given the timing of her hire this year.

The discussion of the members was that this was an appropriate amount for the following reasons:

1. This is consistent with the negotiated wage increases for the town's bargaining units
2. This is consistent with last year
3. This is a reasonable range when comparing to increases in both the Public and Private sector.

Sean Askham moved, and Cheryl Cook seconded a motion to approve and recommend to the B.O.S. a 2.5% general increase retroactive to July 1, 2016 for

- Chief of Police
- Police Captain
- Deputy Director of Administrative Services
- Director of Administrative Services
- Director of Culture, Parks & Recreation
- Director of Finance
- Director of the Library
- Director of Public Works
- Director of Planning and Community Development
- Executive Assistant to the First Selectman
- Benefits and Human Resources Coordinator
- Town Engineer

The motion passed unanimously.

#### **b) Salary Adjustments Based Upon Job Descriptions**

In connection with the increase in responsibilities included in two revised position descriptions, the following increases are recommended by town staff:

- **Executive Assistant to the First Selectman:** Higher responsibility duties were added to this position description including responsibility for records retention management in compliance with state law, responsibility for oversight of leave tracking in preparation for the annual audit and processing of other employee paperwork including new-hire paperwork in connection with on-boarding. The position will also play a role in the selection of an HRIS vendor and implementation of an HRIS system. In addition to the increase in duties, we determined that a significant number of the positions used for comparison are 35 hour a week positions. The Executive Assistant position is a 40 hour position. For these reasons, an increase of 10% (including the 2.5% increase described above) is recommended for the position.
- **Benefits and Human Resources Coordinator:** The human resources, labor relations and retiree benefits functions for this position were significantly increased. A 5% increase (including the 2.5% increase described above) is recommended for the position

The Personnel Subcommittee discussion was a consensus that these adjustments were warranted.

Sean Askham moved and Cheryl Cook seconded a motion to approve and recommend to the B.O.S. a job description special adjustment, retroactive to July 1, 2016 for the Executive Assistant to the First Selectman of 7.5% (for total increase of 10%) and the Benefits and Human Resource Coordinator of 2.5% (for a total increase of 5%).

The motion passed unanimously.

**c) Market Range Adjustments – Feedback from Police Commission Chair regarding the Police Chief and Captain.**

**BACKGROUND:** A market reference range study was completed in November, 2015 which captured real-time comparative data for FY2016. No market reference range study was conducted for FY2017. Market reference ranges were adjusted upwards by 2.5% which corresponds with our understanding of typical increases in the comparator group and the Board of Education. The salary adjustments described above are intended to ensure that salaries remain in line with estimated market increases. Three market reference range adjustments were approved by the Personnel Sub-Committee:

Mike Long; Police Commission Chair reviewed with the group data he had provided previously regarding the 2016 Market Range Adjustments. This was a review of Simsbury's current nonaffiliated salaries in comparison to those of a group of benchmark communities. The core elements that Mike asked the group to consider were:

1. The purpose of the Market Range Adjustments was to review and protect any specific position from falling too far behind the marketplace. For the Chief specifically, the movement that was approved last year only moved him up to the 57% position of the competitive range. For a highly rated employee, with long standing employment in the town, in such an important position the 57% location still leaves the position with a larger gap than the Personnel Subcommittee should be comfortable with. Mike's specific recommendation was an additional 3.8% increase.
2. In regards to the adjustment made in 2015 for the Captain's position. The benchmark towns have within them an important distinction that was not considered by the Personnel Subcommittee. Specifically, a subset of three towns has a similar situation to Simsbury in that there is only one Captain's position vs. two. This means that the position in those towns have broader responsibilities and impact than in the others. The subset with this structure has a higher competitive range than the full subset; resulting in the Captain's salary being further back on the competitive scale and needing a more full review. Mike's recommendation is for an additional 4% increase for the Captain's position.
3. Mike emphasized that if we went into the market to fill either position when they are open we would be required to offer a higher salary than we current compensate the positions. It is important to keep the compensation

competitive, not just to appropriately compensate the individuals, but to keep our salaries competitive for future recruitment.

4. Both incumbents are high performers considered top tier within their roles in the state. It is important that they are compensated as such in comparison to other communities.

There was considerable discussion and review of the data resulting in the following points:

- Where the Chief's position ended up is lower than desired from the process.
- Adjustments should be focused on fair movement of the salaries towards the appropriate mark.
- This process should be focused on the competitive standing of the salaries for the position, and not reflect performance within the position; which is more appropriately addressed with the performance review process and associated unaffiliated increases.
- There is validity to looking at a subset of towns for the Captain's position but there should be caution having a secondary consideration that goes beyond the benchmark towns selected for the study.
- A 2.5% MRR increase for both (in addition to the unaffiliated 2.5%) would result in the Chief being at the 73% point in the range vs. the 57%, and would place the Captain at 97%.

A motion was made by Sean Askham and seconded by Cheryl Cook to approve and recommend to the B.O.S. a market range increase of 2.5% for the Police Chief retroactive to July 1, 2016.

The motion passed unanimously.

A motion was made by Cheryl Cook and seconded by Sean Askham to approve and recommend to the B.O.S. a market range increase of 2.5% for the Captain retroactive to July 1, 2016.

The motion passed unanimously.

#### **D) Retirement Plan Options**

The group reviewed the following recommendations from staff.

- **Defined Benefit Plan:** No Changes.
- **Defined Contribution Plan:** Effective January 1, 2016 employees who chose not to participate in the Defined Benefit Plan were required to participate in the Defined Contribution Plan. In the event of approval of negotiated changes to the Defined Contribution Plan, the terms of the plan will be adjusted to mirror the negotiated changes. The Defined Contribution Plans are subject to a 5-year rolling vesting period. Upon completion of the 5th year contributions vest fully.

Although no motion is required on these items the group did discuss them. Sean Askham indicated that he felt it was important for the Personnel Subcommittee to review the status of the Defined Benefit Plan for current employees. Key points.

1. Very few towns currently retain ongoing Defined Benefit plans for current employees and Simsbury needs to look at its status
2. Regardless of cost, a Defined Benefit plans retains all of the risk with the town.

The Personnel Subcommittee agreed to review the plan starting at the next meeting.

#### **8. Confirm Date and Discuss Content of Next Meeting**

The subcommittee is scheduled to meet on October 20<sup>th</sup> at 7:30 AM.

#### **9. Adjourn**

A motion was made by Sean Askham, and seconded by Cheryl Cook to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 7:20 PM.